



SC-SENIOR ATTORNEY

Characteristics of Work

This is legal and/or administrative work involving responsibility for providing professional assistance to the Supreme Court in efficiently, expeditiously, and effectively processing matters pending before the Court as they move through the decision-making stages. The work includes such duties as preparing memoranda, recommendations, and orders with respect to motions, petitions, and cases. The incumbent works under the supervision of the Director of Central Legal.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Prepares, submits, and presents motions for disposition by a single justice or a three-justice panel.

Screens and presents cases for assignment to Court of Appeals or retention by the Supreme Court.

Edits draft opinions of the Supreme Court.

Prepares memoranda on petitions for certiorari and presents to Supreme Court.

Prepares orders disposing of motions, petitions for rehearing, petitions for certiorari, etc.

Provides legal assistance to Supreme Court staff, particularly the Clerk's Office staff.

Related or similar duties are performed as required or assigned.

Minimum Requirements

Membership in the Mississippi State Bar Association and two (2) years of experience as a licensed, practicing Attorney.